

Who Should Attend?

The Tennessee Archives Institute is intended primarily for county and municipal archivists and records managers. Historians, genealogists, county officials, and other individuals who work with county or municipal records or other historical records of Tennessee are also invited to participate.

In order to reach as many counties as possible, we will accept one registration per institution. Additional registrants will be placed on a wait-list and accepted on a first-come basis.

Enrollment is limited to 24 people. Returning participants and those eligible for the three-year certification will receive first priority.

For additional information, please call Jami Awalt at 615-253-3470, or email Jami.Awalt@state.tn.us.

7th Annual Tennessee Archives Institute



October 25 – 27, 2006
Nashville, Tennessee

TN Archives Institute
c/o TSLA
403 7th Avenue North
Nashville, TN 37243

Mission and Course Content



The **Tennessee Archives Institute (TAI)** is a training program on archives and records management conducted by the Tennessee State Library and Archives (TSLA). This two and one-half day series of workshops provides participants with an opportunity to interact and exchange ideas with archival staff from around the state.

The TAI is designed to be an introduction to some of the issues most essential to basic archival management.

This year, the TAI will be held in conjunction with the annual meeting of the Society of Tennessee Archivists' (STA).

In addition to sessions offered by the STA program, topics for the 7th annual TAI will focus on hands-on techniques for processing, preserving, and indexing historical records. Workshops will include information on basic conservation principles and techniques, database design (Access) for indexing collections, disaster planning, and an introduction to early TN court records.

Participants who complete the three-year cycle of courses will receive the certification of Archives Manager from TSLA.

All courses are taught by qualified archivists and conservators from TSLA and other institutions.



How to Register

To register by mail, please return the attached registration form along with a check or money order in the amount of \$85 made payable to TSLA to:

**Tennessee Archives Institute
c/o TSLA
403 Seventh Avenue North
Nashville, TN 37243**

Registration Fee

The registration fee is \$85 per person. This includes lunch on Wednesday and Thursday, instructional materials, and two nights' single or double room accommodations (if needed) at the Downtown Holiday Inn Express.

Discounts cannot be given to those not wishing to stay in the hotel.

Registration Deadline:



September 15

Please visit our web site for more information
<http://tennessee.gov/tsla/aps/archivesinstitute.htm>

Registration Form

Name:

Title:

Institution/County:

Mailing Address:

Phone:

Email:

Please indicate your preferences below:

- ☐ I **will not** need hotel accommodations
- ☐ I **will** need hotel accommodations
- ☐ I will share a double room
Roommate preference? If so, please give name:
- ☐ I prefer a room to myself

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